Q Cheat Sheet

https://q.vimn.com/

Version 3.3, Oct 2022

Cue Sheet Requirements

What is a Cue Sheet?

A Cue Sheet is a legal document which lists all the music used within a piece of content.

Cue Sheets contain details of how music has been used within the content, and who owns the copyright.

When is it required?

Cue Sheets are required for all content created by or for Paramount Global.

Cues (song metadata) must be created for all music except sound effects.

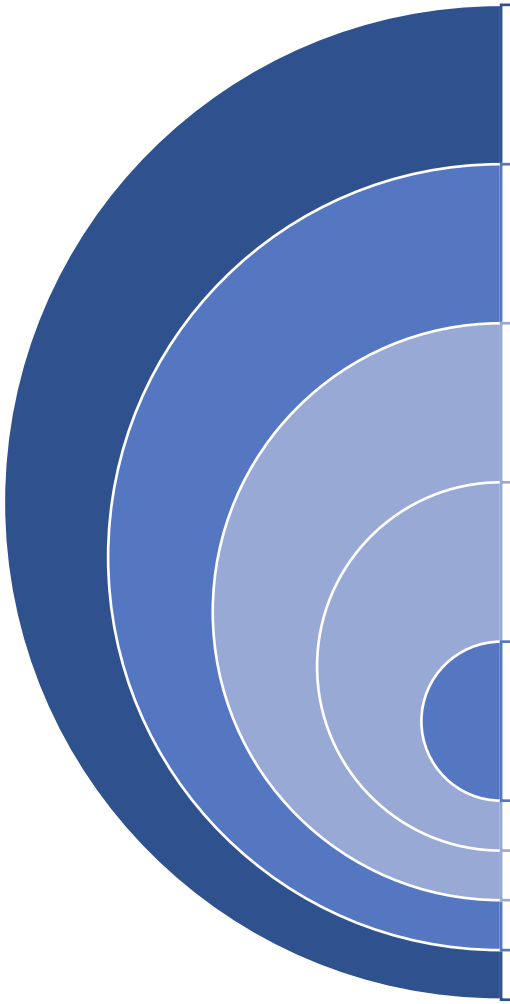
Why is it required?

Cue sheets are required to properly compensate copyright holders (writers, publishers, artists, labels) for the exploitation of their works.

Without cue sheets it would be impossible to determine how royalties should be distributed and the amounts payable.

Incomplete or inaccurate Cue Sheets leave Paramount Global liable for claims

When to Create a Cue Sheet



Original commission or in-house production	• **A Cue Sheet is required**
Reversion with changes to music or duration	• **A Cue Sheet is required**
Campaign with multiple promos	• **A Cue Sheet is required** • *All promos with the same music and duration can be assigned one cue sheet. E.g. One cue sheet for all 20 second promos within a campaign, one cue sheet for 30 second promos, etc.*
Reversion with no changes to music or duration	• **A Cue Sheet is not required** • *Please request the Q-ID from the original production team*
Acquisition from a non-Paramount Global branded third party	• **A Cue Sheet is not required**

Completing the Cue Sheet Header

Show Type

Series
A sequence of periodically recurring, related programmes

Live Event
Live feed from studio/event

Bumper
Links into or out of commercial breaks, scheduled separate and apart from the programme, that identify the programme being watched.

Or **number bumpers** in chart or other rundown shows

Special
A programme that is not part of a recurring series

AKA. **'One-off'**

Ident
Promotion of Paramount Global and/or its channels and brands.
Generic station promos, promotion of specific channel brands, and/or channel logos before or after ad breaks

Interstitial
Programming of very short duration that can be used as filler and which are **NOT promos or idents**, and which do not fall into any of the other categories

Link
Hosted spots which throw to, link together, or provide continuity for, programmes or music videos.

Content scheduled in-between programming and/or music videos to form a themed programming block

Promo
Promos or teasers for a specific programme, series, programming block, or licensed video, scheduled for broadcast on Paramount Global channels.
AKA. '**Trailers**'

Production Source

Commissioned
Content created by a third party for initial exploitation on a Paramount Global channel or service

In-House Production
Content created in-house by Paramount Global staff in your local region

Acquired
Content created by a third party and licensed in for broadcast on a Paramount Global channel or service

Re-version
Existing in-house or commissioned content where the music or duration has changed

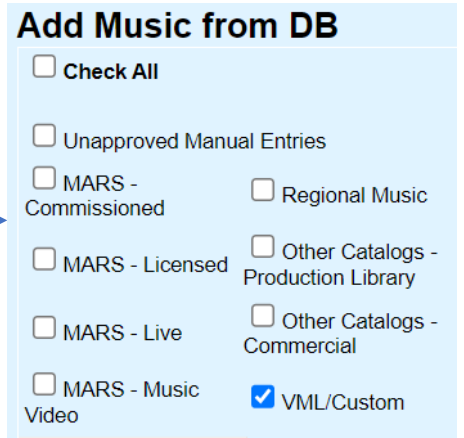
Completing the Cue Sheet
Searching for Songs – Tips & Tricks

1. "Add Music from DB"

- **Almost all songs will be in the database**. Please search thoroughly and contact your MML Rep if you can't find the song
- **Before creating a cue sheet for P+ productions** (and certain other productions when your MML Rep advises), you will need to send a list of <u>all</u> licensed, commercial and commissioned music used in the content so the songs can be added to the database

2. Select the correct database(s)

- To narrow down your results, search a specific database:
  - For VML, select "VML/Custom"
  - For Commissioned Music, select 'MARS – Commissioned'
  - For Licensed Commercial Music, select 'MARS – Licensed'
  - For Live Performances, select 'MARS – Live'
  - For Commercial Music Videos and Music Video Excerpts, select 'MARS – Music Video'



3. Search for the correct cue

- Try **searching for part of the song title/artist name** instead of the full title/name
- Try **searching with and without accents or punctuation** (e.g. Pink/P!nk, Sande/ Sandé)
- For **commercial music videos**, ensure the **region = "ALL"** or **matches the production region**.
- For **production music, select any result** provided the song, artist, publisher, writer and label are correct
- For P+ only, ensure the album title = the show title for all licensed and commissioned music

Song	Artist	Album	Publisher	Writer	Record Label
114th Street	Clear Wave Music / BMGPM		Clear Wave Music Ltd (100%)	Oakley Andrews (50%) / Luke Jones (50%)	Clear Wave Music
114th Street (30)	Clear Wave Music / BMGPM		Clear Wave Music Ltd (100%)	Oakley Andrews (50%) / Luke Jones (50%)	Clear Wave Music

Completing the Cue Sheet Cues

Music Origin

Video
Music originating from a **Music Video**

Commissioned
Music **specially composed** by or for Paramount Global

Performance
Live Performances, by professional actors, artists or show contributors, filmed by/for Paramount Global

Production Music
Music created specifically for **use in film, TV & Radio,** including Viacom Music Library ("VML").

Not commercially released to consumers

Retail Product
Sound recording of commercial music marketed directly to the general public

Soundtrack
Music embedded within the soundtrack of a clip

Type of Use

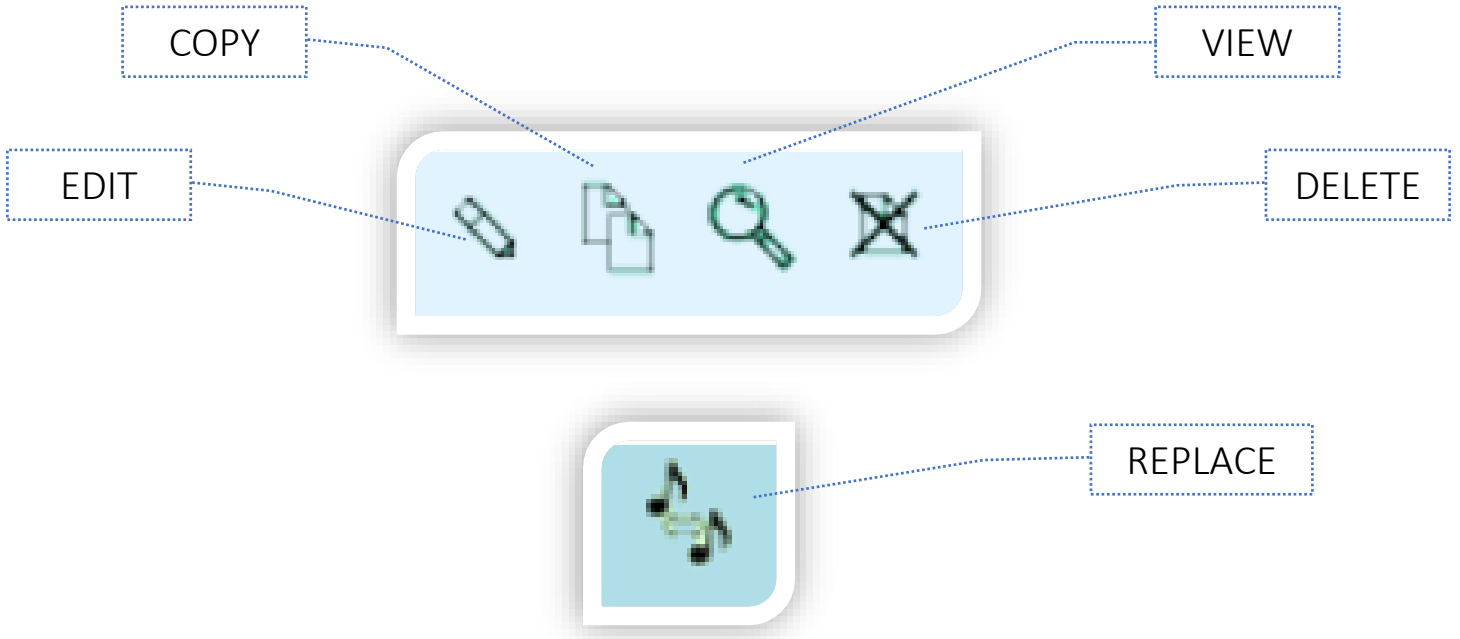
Background
Music that is not audible to the people on-screen

Featured
Music that is, or appears to be, audible to the people on-screen, or full music videos, audio-visual music video excerpts, live performances

Sponsored
Sponsorship bumper or similar

Signature
Music used over the opening titles, end credits, and break bumpers and stings

Managing Cue Sheets



Add to Music Shelf
If you're using a song multiple times, add it to your music shelf so you can easily re-use it

Search
Click Search in the top menu bar to find existing Cue Sheets.

Recall
If you need to edit a Pending Cue Sheet, recall it to move it back to your drafts.

Re-assign
If someone else is taking over this responsibility, you can reassign the Cue Sheet to them.

Update Cue Order
Select this to re-order the cues by timecode

Reporting

Once a cue sheet has been approved, it must be reported to the local collecting society so that they can distribute royalties to the rightsholders.
You must add the Cart # (Content ID) to the cue sheet where applicable, so that Usage Reports can be linked with Cue Sheets. If you are unsure of the Cart #, please speak with your MML Rep.

Show Title: NKRU Game October 2021 - N/A - N/A
Cart #: KID094754
Length of Show (HH:MM:SS): 00:00:40
Cue Sheet ID: 747753
Music Content Indicator: Yes
Production Source Indicator: In-House Production (H)
Digital Media Filename:
Q Sheet Type: Broadcast TV
Production Group: Viacom Int'l Media Networks
Is Copy: No
Show Type: Promo
Approver Contact: Alex Tilling
Region: Russia
Channel of Initial Exhibition: Nickelodeon
Producer(s): Alexandra Ryabova
Phone\Email: alexandra.ryabova@vimn.com
Country/Territory Of initial Exhibition: Russia
Executive Producer: Alexandra Ryabova
Phone\Email: +7 966 034 73 78
Initial Airdate: 10/1/2021
MTVN Contact:
Phone\Email:

Please keep a note of the Cue Sheet ID (QID) and Cart #. Your MML Rep will advise if and when to report the QID to ensure reporting obligations are fulfilled

Any questions?

Speak with your MML Rep for help and guidance with Cue Sheets and music clearances

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